

Reemployment Services and Eligibility Assessment (RESEA)

Manage RESEA Attendees Appointment Training

Workforce Technical Assistance

August 13, 2019 – Revised 8/22/19



Manage RESEA Attendees Appointment

How to document if Claimant attended, canceled, rescheduled or was a No Show, and to add Counselor Notes

PATH: Schedules > Events Calendar > | Click on Events Calendar | “Filter Criteria” page will display on next page |

Document Management
Search Documents

Schedules
Appointment Calendar
Events Calendar
Event Rosters

Other Staff Services
Labor Market Services
Assistance Center
Staff Online Resources
Staff Online Courseware
Geographic Solutions Community Site
Reports Catalog

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Quick Search

Welcome to My Staff Workspace Margaret Corley.

This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

My Staff Dashboard
My Staff Resources
My Staff Account
Directory of Services

My Messages
2 Unread Messages
0 Read Messages
[Enter the Message Center](#)

My Correspondence
0 Letters
0 Correspondence Templates
[Enter the Correspondence Center](#)

Labor Market Services

Labor Market Facts
Find answers to commonly asked questions about the local labor market.

Area Profile
Access a summary of the labor market in a selected area.

Industry Profile
Access labor market information on industries in a selected area.

Occupational Profile
Access labor market information on occupations in a selected area.

Educational Profile
Access labor market information on education programs in a selected area.

[More Labor Market Services](#)

Customer Relationship Management (CRM)

Marketing Leads
Access a list of organizations that are potential customers.

Contact List
Access a comprehensive list of all your contacts, leads and accounts.

Work Items
Manage your tasks and assignments.

Appointments
Schedule appointments and manage your calendar.

Priority of Service

Office Location: 9000 TWC State Office ES

New Veterans: 0

Returning Veterans: 0

My Calendar

August 2019

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

0 New Appointments
396 Upcoming Events
[Enter the Appointment Center](#)

Surveys

By participating in the following surveys you will help us to improve our services.

[Fun Time](#)

[Customer Feed Back](#)

[How did we do?](#)

Need help or more information

[Assistance Center](#)
Find the answers to your questions or issues.

[Learning Center](#)

Filter Criteria: Staff has the option to enter zip code only (which will populate the Event Region and Event Office) **or** staff may leave zip code blank and choose the correct drop-down for the Event Region and Event Office | Event Category: select RESEA from drop-down | Click **[Filter]**

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Customer Relationship Management

Create a Marketing Lead
Contacts List

WORKinTEXAS.com

Here you can view upcoming events for registration.
Click on an Event Title to see more details for that event.

Manage Pool Counts

Please enter filter criteria to view events.

Hide Filter Criteria

Filter Criteria

Zip Code:

Event Region:

None Selected

Event Office:

Event Category:

Event ID:

(Using Event ID will disable all other selected criteria)

State Wide Display:

☐ Yes
☒ No

Display Status:

All

Filter

Reset Filter(s)

Calendar View

Change Appearance: Windows7

today

Aug. 2019

Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 Aug	2	3
RESEA ORIENTATION	abc job fair	First Day of School	Young Adult workshop	SEAL	Amazon Job Fair	RESEA
	Hello Help - WIT	Veterans Call to Action	Amazon job fair	Highway Barricades Hiring Event	amazon	HOLIDAY
	Job Fair Reminder (Hidden)	PETSMART	Job Fair Texas Health Room	ABC Supplies hiring for Stock	My Class	Amazon Hiring Event
	Hiring Event	SNAP	112	RESEA	Amazon	we hiring event
	Boss Bunny	moving party	Oil Field	Took	Job Fair for Ryan's House	job fair
	Oil Field	Resume	New Braunfels Annual New Employers	Lowes	Are YOU Ready	State Application
	RESEA Orientation	RESEA	Piggly Wiggly Job Fair	money matters		
	Job club	Interviewing skills for		RESEA	HOLIDAY	

Filter Criteria: cont. | This is how the page will display once office information is entered and filtered

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WORKinTEXAS.com

Here you can view upcoming events for registration.
Click on an Event Title to see more details for that event.

Manage Pool Counts

Please enter filter criteria to view events.

Hide Filter Criteria

Filter Criteria

Zip Code:

Event Region:

Capital Area WF Board

Event Office:

123 WF SOL Capital Area East
125 WF SOL Capital Area South
129 WF SOL Capital Area North
6460 Central Texas N Lamar

Event Category:

RESEA

Event ID:

Check All

State Wide Display:

Workshop/Training

Display Status:

Job Fair

Calendar View

Calendar View

Filter

Reset Filter(s)

Page Appearance:

Windows7

Aug. 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 RESEA ORIENTATION	29 abc job fair Hello Help - WIT Job Fair Reminder (Hidden)	30 First Day of School Veterans Call to Action PETSMART SNAP moving party	31 Young Adult workshop Amazon job fair Job Fair Texas Health Room Oil Field	1 Aug SEAL Highway Barricades Hiring Event ABC Supplies hiring for Stock RESEA Took Lowes money matters	2 Amazon Job Fair amazon My Class Amazon Job Fair for Ryan's House fgead	3 RESEA HOLIDAY Amazon Hiring Event we hiring event job fair Are YOU Ready

View Calendar: In viewing calendar, hover over Event to view Event Information box | **Double click on Event** for Event Information

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 - Job Order Templates

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Event Category: RESEA

Event ID: (Using Event ID will disable all other selected criteria)

State Wide Display: ☐ Yes ☒ No

Display Status: All

Calendar View

Event Time: 8:00 AM - 5:00 PM
Description: RESEA

Address:
3401 Webberville Rd
BLDG 1000
City: Austin
State: TX
Zip Code: 78702

Class Size: 15
Registered Attendees: 16

[Filter | Reset Filter(s)]

Mon	Tue	Wed
28 RESEA ORIENTATION	30 RESEA RESEA Orientation 6/15/19 (RESEA Orientation (Hidden)) RESEA Orientation Tuesday's	31 RESEA ORIENTATION TUESDAY 29 MAY 2015 (RESEA (Hidden)) Food Artists Job Fair (Hidden) Food Artists Job Fair (Hidden)
4 RESEA - FULL RESEA ORIENTATION	6 RESEA RESEA RESEA RESEA Orientation 6/15/19 (RESEA Orientation (Hidden)) RESEA	7 RESEA (Hidden) Food Artists Job Fair (Hidden) Food Artists Job Fair (Hidden)
11 RESEA ORIENTATION	12 RESEA	13 RESEA Orientation 6/15/19 (RESEA Orientation (Hidden)) Job Fair Job Fair
18 RESEA RESEA ORIENTATION	19 RESEA	20 RESEA Orientation 6/15/19 (RESEA Orientation (Hidden)) Food Artists Job Fair (Hidden) Food Artists Job Fair (Hidden)
25 RESEA RESEA ORIENTATION	26 RESEA	27 RESEA Orientation 6/15/19 (RESEA Orientation (Hidden)) (RESEA Orientation (Hidden))
		28 (RESEA (Hidden)) Food Artists Job Fair (Hidden) Food Artists Job Fair (Hidden)

[Print Current View]

Add Event

Manage Attendees: | Click on link “Manage Attendees” at bottom of page

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The form below displays the details regarding the selected event occurrence on 8/4/2019

• Indicates required fields.

Event Information

Event ID:	1167	Event Region:	Capital Area WF Board
Event Title:	RESEA	Event Office:	123 WF SOL Capital Area East
Event Category:	RESEA	Moderator:	059 Austin
Schedule Type:	Recurring - Weekly	Presenter:	None Specified
Event Location:	3401 Webberville Rd BLDG 1000 Austin, TX 78702		

[\[View Event \]](#)
[\[Edit Event \]](#)
[\[Copy Event \]](#)

This event occurrence has passed and cannot be modified.

Event Occurrence Details

Start Date:	8/4/2019
End Date:	8/4/2019
Start Time:	8:00 AM
End Time:	5:00 PM

Here is a link for the Event page that you can share:

<https://trainingsc1.geosolinc.com/vos48000000/vosnet/Events/GuestView.aspx?enc=6sWdyCMo8inO0sqD4jBdtIIA0xCnp3Om>

[\[Modify Event Occurrence on 8/4/2019 \]](#)
[\[Manage Attendees \]](#)
[\[Cancel Event Occurrence on 8/4/2019 \]](#)
[\[Download Event as vCalendar \(.VCS\) file \]](#)

Return to Calendar

Manage Attendees: cont. Under “Registration Status” use drop-down to select if claimant Registered, Attended, Canceled, No Show, or was Exempted from RESEA Event | Click on appropriate field | If applicable, under the “Action” column select Reschedule and Add Case Note. (optional)


Event Attendee(s)

<div> <div>Total Users: 14</div> <div>Registered: 0</div> <div>Attended: 5</div> <div>No Show: 8</div> <div>Other: 0</div> <div>Seats Remaining</div> <div>Unlimited</div> </div>									
Occurrence Date	Attendee	User Type	SSN	Phone	Date Registered	Registered By	WP Status	Registration Status	Action
8/1/2019		Individual	****		7/15/2019 12:00:00 AM	UNKNOWN	P	Registered	Reschedule Delete Service(s) Add Case Note
8/1/2019		Individual	****		7/15/2019 12:00:00 AM	UNKNOWN	P	<div> <div>None Selected</div> <div>Registered</div> <div>Attended</div> <div>Canceled</div> <div>No Show</div> <div>Exempted</div> </div>	Reschedule Delete Service(s) Add Case Note
8/1/2019		Individual	****		7/15/2019 12:00:00 AM	UNKNOWN	**	<div> <div>No Show</div> <div>No Show Reason</div> <div>Returned to Work</div> </div> <div>No show reason is required.</div>	Reschedule Delete Service(s) Add Case Note

If adding a case note, Click on “Add Case Note” under **“Action”** | The Case Note Template Box will appear | Enter Case Note Details |

Please enter any details that you would like to include in this note.

* Indicates required fields.

 For help click the information icon.

Case Note Template

Autofill by
Template:

None Selected ▼

Case Note Summary

Case Note ID: 0

Username:

User ID:

Name:

Case Note Details

☐ Please check to suppress this Case Note

* Contact Date:  Today

* LWDB/Region: None Selected ▼

* Office Location: None Selected ▼

* Program: None Selected ▼

Registration Status	Action
Registered ▼	Reschedule Delete Service(s) Add Case Note
None Selected ▼	Reschedule Delete Service(s) Add Case Note
No Show ▼ No Show Reason Returned to Work ▼	Reschedule Delete Service(s) Add Case Note
No show reason is required.	
Attended ▼	Reschedule Delete Service(s) Add Case Note
Exempted ▼	Reschedule Delete

Case Notes: cont. | Continued screenshot of Case Note page | Click **SAVE**

Contact Type: None Selected ▼

* Case Note Description:

[\[Clear Text \]](#)

Message Options

☐ Create Message From Case Note on Save

Case Note Attachment(s)

Listed below are the documents associated with this case note. Click the [View](#) link below to view that particular item.

Results View: [Summary](#) | [Detailed](#)

Click a column title to sort.

☐ View Thumbnails

There are no documents for selected search criteria(s). Please change your search criteria.

[\[Add a Document \]](#)

Save

Save&Print

Cancel

Registration Status	Action
Registered ▼	Reschedule Delete Service(s) Add Case Note
None Selected ▼	Reschedule Delete Service(s) Add Case Note
No Show ▼ No Show Reason Returned to Work ▼	Reschedule Delete Service(s) Add Case Note
Attended ▼	Reschedule Delete Service(s) Add Case Note
Exempted ▼	Reschedule Delete